

EDITED TASK LISTING

CLASS: PAROLE AGENT II, YOUTH AUTHORITY (SPECIALIST)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Supervise parolees assigned to specialized caseloads (e.g., Sex Offenders, Substance Abuse, Mental Health cases, etc.) and special assignments (e.g., Gang Information Apprehension Unit (GIAU), Resident Agent, etc.) to enhance public safety by monitoring, and coordinating with courts/law enforcement, social service agencies and community based organizations, in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
2.	Counsel youthful offenders to help them understand their problems, and/or adapts the parole program to the individual utilizing referral documents, parole placement plans, court records, mental health reports, etc. in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
3.	Interviews family/relatives, friends, probation staff, school officials, etc. of youthful offenders to develop an individual pre-parole and parole program plan utilizing referral documents, parole placement plans, court records, mental health reports, etc. in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
4.	Review the Risk/Needs Assessment of the youthful offender to determine supervision levels, establish appropriate special conditions of parole, and to develop an individualized parole plan by assessing the parolee's commitment offense(s) and prior criminal history, proposed placement and employment/education, financial resources, disability issues/concerns, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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5.	Attend mandated training (e.g., Use of Force, Parole Refresher training, quarterly firearm qualification, etc.) to keep informed of new policies and standards of the Board of Parole Hearings to maintain proficiency and officer/public safety utilizing training facilities, in-service training, videos, bulletins/lectures, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
6.	Assist with re-integration into the community by assessing/determining the needs of youthful offenders by providing/referring them to appropriate community resources/services (e.g., mental health, substance abuse treatment, education/vocational/employment programs, parenting/domestic violence/anger management classes, housing, cash assistance, social services, etc.) in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
7.	Participate in parolee case conferences in collaboration with supervisor to determine the status of the case (e.g., appropriate supervision level, monitor contact requirement, compliance with conditions of parole and registration requirement, etc.) utilizing field file, parole adjustment, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
8.	Conducts parole searches of a parolees person and property under his/her immediate control (e.g., placement, vehicle, etc.) to confiscate/secure contraband (e.g., illegal drugs, drug paraphernalia, weapons, alcoholic beverages, etc.) for compliance with conditions of parole and public safety utilizing safety equipment (e.g., rubber gloves, flashlight, sharp containers, camera, evidence bags, property receipts, etc.), other law enforcement agencies, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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9.	Apprehend and arrest parolees who are suspected of involvement in criminal activities, violations of parole or presents a danger to self or others, etc., to promote public safety and hold the parolees accountable for their behavior by developing an arrest plan and utilizing other law enforcement agencies and safety equipment (e.g., soft body armor, chemical agents, weapons, hand held radio, mechanical restraints, etc.) in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
10.	Develop specialty programs (e.g., employment and treatment programs) or serve as a resource specialist to ensure appropriate program utilization, integration within the existing structure, and contract compliance by utilizing outside contractors, community based transitional programs, parole based school programs, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
11.	Provide a full range of parole services in rural/remote or isolated areas by supervising parolee caseloads (e.g., evaluate/interpret assessment needs to provide: counseling/directing, support and service referrals; verify residence and employment, etc.) to monitor compliance with conditions of parole and adjustments within the community by utilizing field/home contacts, office visits, anti-narcotics testing (ANT), collateral contacts, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
12.	Provide periodic transportation for parolees/family members/victims/witnesses (e.g., employment interviews, hearings, jail, office, pick-up from institutions, social service agencies, etc.) to accomplish the Division of Juvenile Parole goals and objectives utilizing a state vehicle in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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13.	Provide training and/or recommends appropriate training on parole issues to Parole personnel, probation departments, other public agencies, etc., to increase their knowledge of Parole functions and scope of authority using various resources (e.g., interpersonal skills, knowledge, informational packages, meetings, laws and rules, policies, procedures), in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, on an as needed basis.
14.	Reviews and evaluate recommendations for Interstate Compact and county to county placements to ensure cases meet transfer criteria and timeliness factors, utilizing transfer packets, Interstate Compact Agreement, Special Investigation Report, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
15.	Perform Officer of the Day responsibilities in the parole unit (e.g., conducting initial interviews with newly released parolees, update parolee's information, document unscheduled office visits of parolee(s) collaterals, Anti Narcotic Testing, respond to emergencies, assist office/field arrests, screen and respond to phone calls, etc.) to facilitate public/office safety and continuous parole supervision utilizing field files and available computer systems (e.g., Field Information System (FIS), Youthful Offender Data Application (YODA), California Law Enforcement Telecommunications System (CLETS), etc.) in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as assigned.

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16.	Responsible for the daily operation of a small sub unit by supervising parolee caseloads (e.g., evaluate/interpret assessment needs to provide: counseling/directing, support and service referrals; verify residence and employment, etc.) to monitor compliance with conditions of parole and adjustments within the community by utilizing field/home contacts, office visits, anti-narcotics testing (ANT), collateral contacts, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
17.	Maintain parolees field file (e.g., reviewing, organizing documents, filing, updating, etc.) to produce a source of accurate information for appropriate supervision and to facilitate public safety, utilizing organizational and management skills in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
18.	Prepare handwritten, dictated or computer generated reports (e.g., Violations Reports, Annual Reviews, Case Review Summaries, Discharge Review Reports, mileage logs, etc.) to produce and provide required information regarding caseload/workload management utilizing computers, Parole Dictation Guides, Field Files, police reports, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
19.	Represents the Division of Juvenile Justice at violation hearings and/or any other court proceedings, to ensure due process for the youthful offender by presenting evidence of alleged charges/violations and/or testify as a witness in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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20.	Acts as a liaison between law enforcement, public agencies and the community for Division of Juvenile Parole Operations by attending and facilitating meetings (e.g., briefings, gang conferences, sex offender profile meetings, training sessions, schools, town hall meetings, etc.) to provide and disseminate pertinent information by utilizing the exchange of information from meetings and conferences to promote public awareness and safety in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
21.	Conduct drug testing of parolees (i.e., scheduled visits, random) to ensure compliance with conditions of parole and public safety by visually observing the test and inspect the parolee's arms, eyes, and other body parts for signs of drug usage, etc., to maintain the integrity of urine sample (e.g., bottle tapering, body search, etc.); in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
22.	Provide mandated information regarding parolee's current location, pending release and community adjustment, etc., to victim(s), parolee's appropriate family members, law enforcement and governmental agencies by notifying and providing written documentation to comply with state law utilizing case factors and California Penal Code in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.